



Part-Time Marketing Coordinator

Graphic Design, Website & Digital Media Specialist (25 hours per week)

About Us

CiC for Prevention and Recovery is a mission-driven nonprofit dedicated to building healthy, resilient communities through substance-use prevention, recovery support, and community engagement. We're seeking a creative and detail-oriented Marketing Coordinator to join our team part-time. This role blends design, website management, and social media support to help us communicate our story, engage our community, and amplify our impact.

Position Overview

The ideal candidate will have strong design skills, fluency with Adobe Creative Suite, and experience creating engaging digital and print content. This role will also manage and update our website, develop social media content, and ensure all materials align with our brand identity.

Key Responsibilities

- Design marketing and communication materials (print and digital), including flyers, newsletters, fundraising assets, event collateral, and reports.
- Maintain and update CiC's website (basic content updates, page creation, ensuring functionality).
- Support social media channels with graphics, videos, and occasional posting.
- Ensure consistent branding across all platforms.
- Collaborate with staff on creative concepts for campaigns and events.
- Manage digital assets and maintain organized design files.

Qualifications

- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign; Premiere Pro a plus).
- Experience in website management (WordPress, Wix, or similar CMS) and SEO.
- Familiarity with social media platforms and content creation best practices.
- Strong attention to detail and ability to manage multiple projects.
- Excellent communication and collaboration skills.

- Experience working with nonprofits a plus, but not required.

Schedule & Compensation

- Part-time, 25 hours per week in Bernardsville NJ.
- \$28-\$31 per hour, commensurate with experience.

Our Commitment to Inclusion

At CiC, we believe our strength comes from the diversity of the people and communities we serve. We are committed to fostering an environment where every team member feels valued, respected, and supported. We welcome applicants of all backgrounds, abilities, and identities to join us in building a healthier, more inclusive community.

How to Apply

Please send your resume, portfolio (or samples of your work), and a brief cover letter to Andi Williams: awilliams@communityincrisis.org. Applications will be reviewed on a rolling basis.